

Supersedes Schedule 612-29

IV. RECORDS RETENTION SCHEDULE

INSURANCE DIVISION

PROPERTY/CASUALTY COMPLAINT AND INVESTIGATION UNIT

DEPARTMENT OF LICENSING AND REGULATION

SCHEDULE NO. 612-41

This Schedule Lists Only Those Records  
Created and Used in the

Complaint and Investigation Unit of the  
Property and Casualty Section

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 612-41 ✓

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION

Insurance Division-Property/Casualty  
Complaint and Investigation Section

AGENCY

DIVISION

Item  
No.

SUPERSEDES SCHEDULE 612-29  
Description

Retention

1. COMPLAINT AND INVESTIGATION FILE:

Investigation records and reports on insurance companies' agents and brokers pursuant to complaints made to the Division. Files contain a complaint form giving the origin and nature of the complaint. Other papers and reports may be included as well as correspondence relating to the complaint.

Retain files in office for one (1) year after closure. Transfer to State Records Center for two (2) additional years, then destroy.

2. COMPUTERIZED PRINTOUTS:

Includes; Daily Logs, 240AA Logs, Master Logs, Monthly Reports.

Retain in office one (1) year, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

5/12/87  
Date

*Joseph Seidel*  
Signature

*Director*  
Title

5/21/87  
Date

*Edward J. ...*  
State Archivist